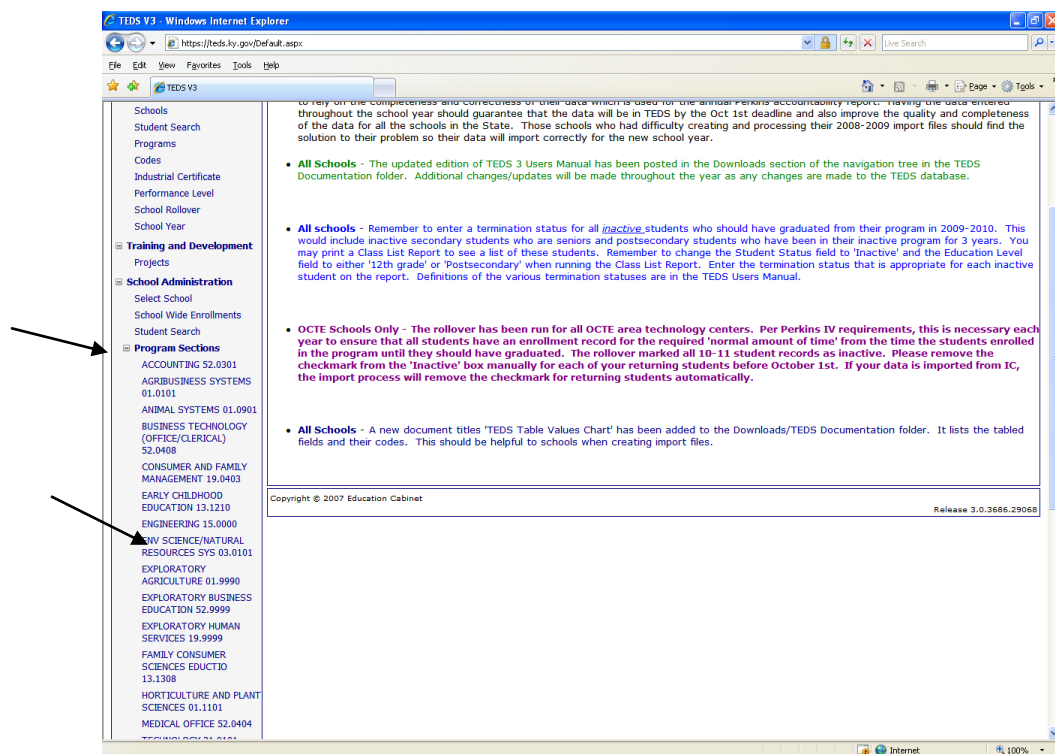


ENROLLING A NEW STUDENT IN TEDS

To add one of the JROTC career majors (the three CIP Codes and which branch), contact your TEDS Consultant (Sarah.Gallagher@education.ky.gov, angie.fischer@education.ky.gov or Kiley.Whitaker@education.ky.gov) to begin that process.

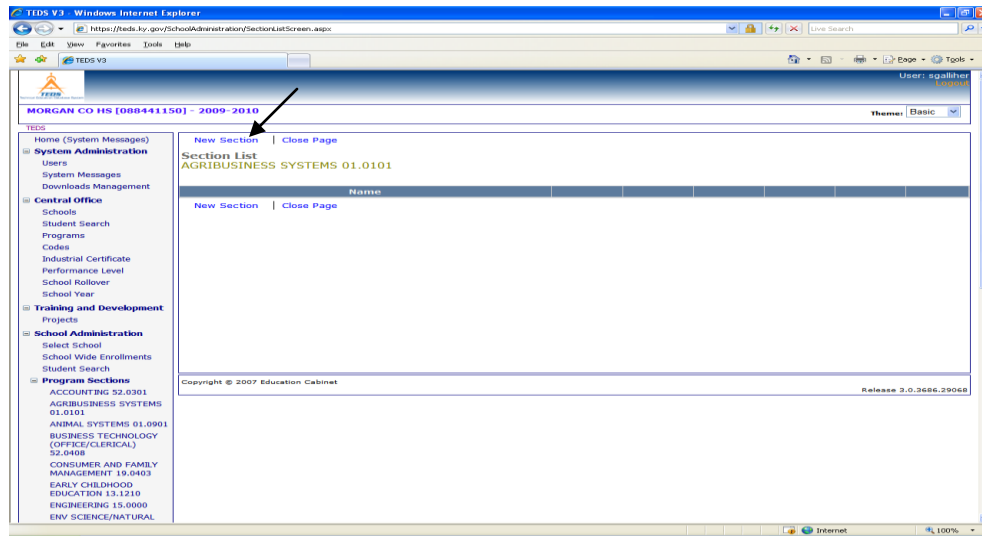
Schools using Infinite Campus (IC) for their student data may import their data from IC to TEDS. The new CIP Codes for JROTC are not yet available in IC but further information will be sent. However, schools may use the process outlined below if choosing not to wait for the CIP Codes to be available in IC.

1. Log on to TEDS using your user name and password.
2. Select your school name and the school year in which the student will be enrolled.
3. From the navigation tree on the left side of the screen, click on the + sign beside Program Sections. This will open your list of career pathways.
4. Click on the name of the career pathway in which the student should be enrolled.

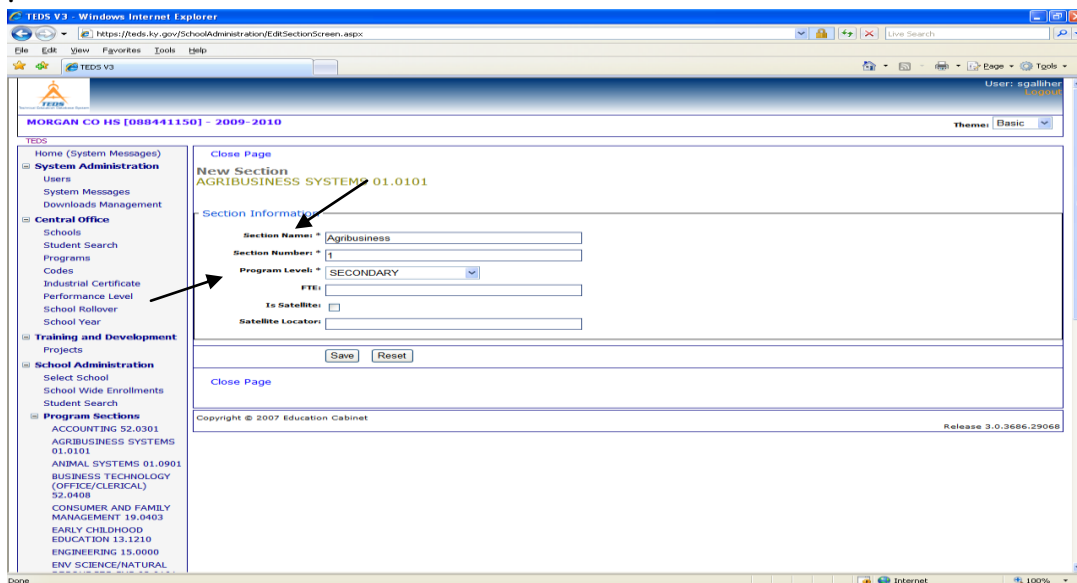


5. A list of section names will be displayed. If there are no sections names displayed, follow steps a – d below. If the section name is displayed, proceed to the step 6.
 - a. Click on New Section to create one. A section is simply an individual list of students, like a page in a teacher's grade book.

ENROLLING A NEW STUDENT IN TEDS

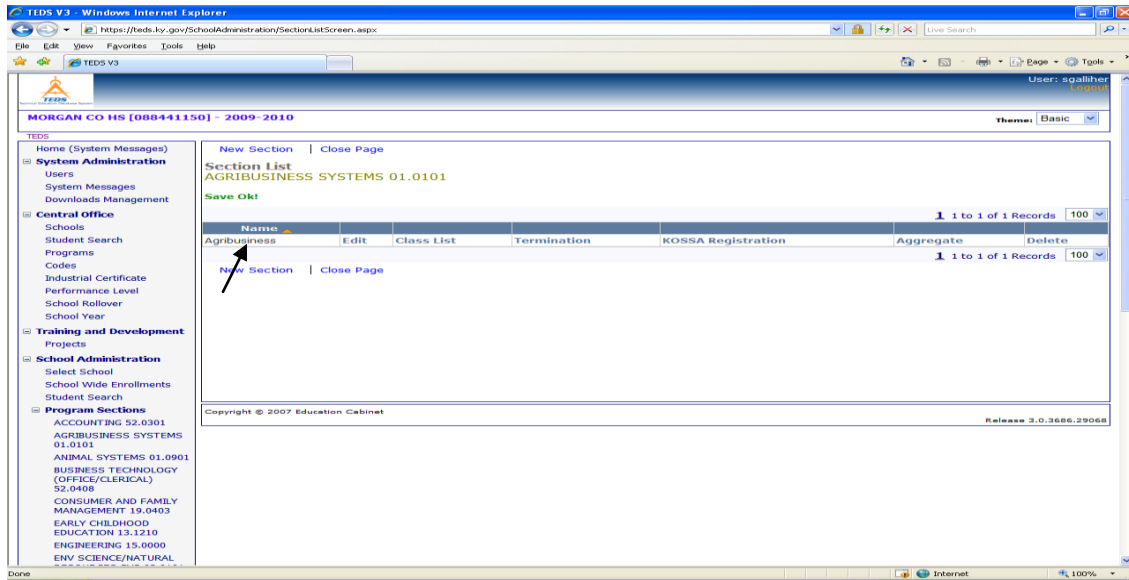


- b. Key in a name for the new section. The section name may be whatever you want. There are no rules for naming the program section.
- c. Select 'Secondary' from the Program Level dropdown box. Leave the other fields blank.
- d. Click Save.

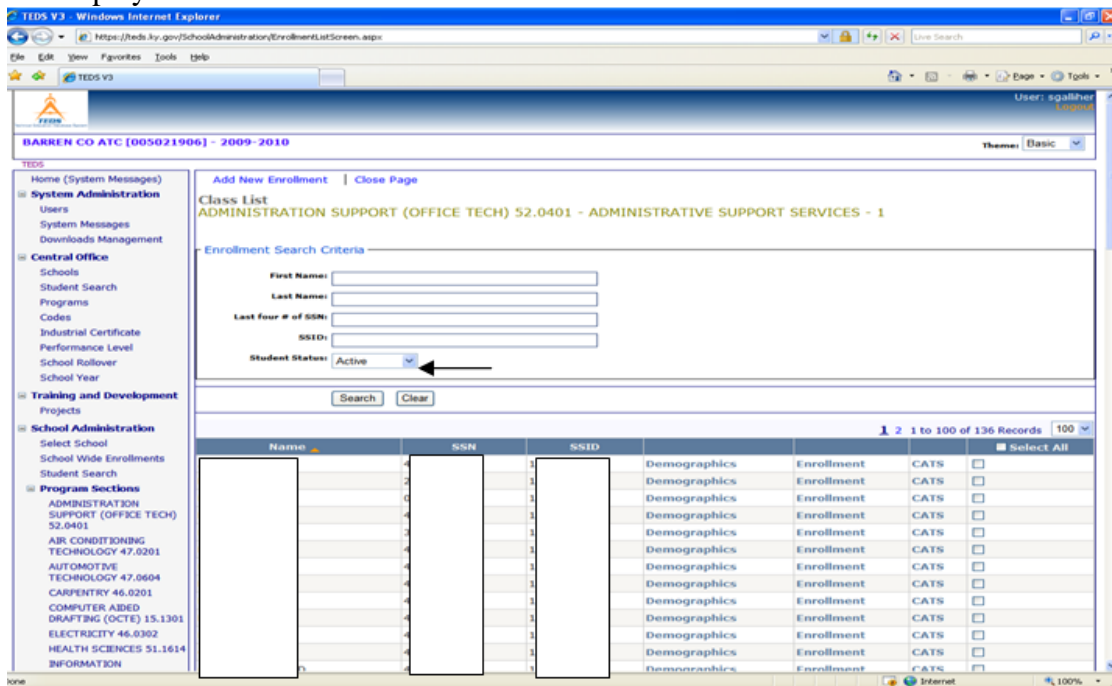


The name of the program section will be displayed on the Sections List screen with the options Edit, Class List, Terminations, Career Readiness, KOSSA Registration and Aggregate listed beside each program section name.

ENROLLING A NEW STUDENT IN TEDS



6. Click on Class List next to the name of the program section in which the student should be enrolled.
7. An alphabetical list of active students enrolled in that program section will be displayed.



8. Select 'All Students' in the Status drop-down box and click Search.

ENROLLING A NEW STUDENT IN TEDS

The screenshot shows the Teds V3 web application interface. The browser address bar displays the URL: https://teds.ky.gov/SchoolAdministration/EnrollmentListScreen.aspx. The page title is "TEDS V3". The user is logged in as "User: sgallagher". The page content is divided into a left sidebar and a main area.

Left Sidebar:

- Home (System Messages)
- System Administration**
 - Users
 - System Messages
 - Downloads Management
- Central Office**
 - Schools
 - Student Search
 - Programs
 - Codes
 - Industrial Certificate
 - Performance Level
 - School Rollover
 - School Year
- Training and Development**
 - Projects
- School Administration**
 - Select School
 - School Wide Enrollments
 - Student Search
- Program Sections**
 - ADMINISTRATION SUPPORT (OFFICE TECH) 52.0401
 - ABR CONDITIONING TECHNOLOGY 47.0201
 - AUTOMOTIVE TECHNOLOGY 47.0604
 - CARPENTRY 46.0201
 - COMPUTER AIDED DRAFTING (CDET) 15.1301
 - ELECTRICITY 46.0302
 - HEALTH SCIENCES 51.1614
 - INFORMATION

Main Area:

At the top, there is a "Theme: Basic" dropdown. Below it, the page title is "BARREN CO ATC [005021906] - 2009-2010".

The main content area is titled "Add New Enrollment | Close Page". Below this, the class list is displayed: "Class List ADMINISTRATION SUPPORT (OFFICE TECH) 52.0401 - ADMINISTRATIVE SUPPORT SERVICES - 1".

Below the class list, there is a section titled "232 Records Match Your Criteria". Underneath, there is a section titled "Enrollment Search Criteria".

The search criteria section contains the following fields:

- First Name:
- Last Name:
- Last four # of SSN:
- SSID:
- Student Status: (indicated by an arrow)

Below the search criteria, there are "Search" and "Clear" buttons.

The results section shows a table with the following columns: Name, SSN, SSID, Demographics, Enrollment, CATS, and Select All. The table displays 232 records, with the first 100 records visible. The first 100 records are shown in a table with 7 columns: Name, SSN, SSID, Demographics, Enrollment, CATS, and Select All. The first 100 records are shown in a table with 7 columns: Name, SSN, SSID, Demographics, Enrollment, CATS, and Select All. The first 100 records are shown in a table with 7 columns: Name, SSN, SSID, Demographics, Enrollment, CATS, and Select All.

9. Scroll down through the alphabetic list of students already enrolled in the program section/career pathway for the selected school year. If you do not see the student's name in the list, the student is not enrolled in the program section/career pathway.
10. To enroll the student in the program section/career pathway:
 - a. Click on Add New Enrollment at the top of the screen.

The screenshot shows the TIDS V3 web application in Internet Explorer. The address bar displays the URL: https://tids.ky.gov/SchoolAdministration/EnrollmentListScreen.aspx. The page title is "TIDS V3 - Windows Internet Explorer".

The sidebar on the left contains the following navigation links:

- Home (System Messages)
- System Administration
 - Users
 - System Messages
 - Downloads Management
- Central Office
 - Schools
 - Student Search
 - Programs
 - Codes
 - Industrial Certificate
 - Performance Level
 - School Rollover
 - School Year
- Training and Development
 - Projects
- School Administration
 - Select School
 - School Wide Enrollments
 - Student Search
- Program Sections
 - ADMINISTRATION SUPPORT (OFFICE TECH) 52.0401
 - ABR CONDITIONING TECHNOLOGY 47.0201
 - AUTOMOTIVE TECHNOLOGY 47.0604
 - CARPENTRY 46.0201
 - COMPUTER AIDED DRAFTING (OCTE) 15.1301
 - ELECTRICITY 46.0302
 - HEALTH SCIENCES 51.1614
 - INFORMATION

The main content area displays the "Class List" for "ADMINISTRATION SUPPORT (OFFICE TECH) 52.0401 - ADMINISTRATIVE SUPPORT SERVICES - 1". It shows "232 Records Match Your Criteria".

The "Enrollment Search Criteria" section includes the following fields:

- First Name:
- Last Name:
- Last four # of SSN:
- SSID:
- Student Status: (indicated by an arrow)

Below the search criteria are "Search" and "Clear" buttons.

The table displays enrollment records, showing columns for Name, SSN, SSID, Demographics, Enrollment, CATS, and a "Select All" checkbox. The table is filtered to show 100 records out of 232.

Name	SSN	SSID	Demographics	Enrollment	CATS	Select All
A			Demographics	Enrollment	CATS	<input type="checkbox"/>
B			Demographics	Enrollment	CATS	<input type="checkbox"/>
C			Demographics	Enrollment	CATS	<input type="checkbox"/>
D			Demographics	Enrollment	CATS	<input type="checkbox"/>
E			Demographics	Enrollment	CATS	<input type="checkbox"/>
F			Demographics	Enrollment	CATS	<input type="checkbox"/>
G			Demographics	Enrollment	CATS	<input type="checkbox"/>
H			Demographics	Enrollment	CATS	<input type="checkbox"/>
I			Demographics	Enrollment	CATS	<input type="checkbox"/>
J			Demographics	Enrollment	CATS	<input type="checkbox"/>
K			Demographics	Enrollment	CATS	<input type="checkbox"/>
L			Demographics	Enrollment	CATS	<input type="checkbox"/>
M			Demographics	Enrollment	CATS	<input type="checkbox"/>
N			Demographics	Enrollment	CATS	<input type="checkbox"/>
O			Demographics	Enrollment	CATS	<input type="checkbox"/>
P			Demographics	Enrollment	CATS	<input type="checkbox"/>
Q			Demographics	Enrollment	CATS	<input type="checkbox"/>
R			Demographics	Enrollment	CATS	<input type="checkbox"/>
S			Demographics	Enrollment	CATS	<input type="checkbox"/>
T			Demographics	Enrollment	CATS	<input type="checkbox"/>
U			Demographics	Enrollment	CATS	<input type="checkbox"/>
V			Demographics	Enrollment	CATS	<input type="checkbox"/>
W			Demographics	Enrollment	CATS	<input type="checkbox"/>
X			Demographics	Enrollment	CATS	<input type="checkbox"/>
Y			Demographics	Enrollment	CATS	<input type="checkbox"/>
Z			Demographics	Enrollment	CATS	<input type="checkbox"/>

ENROLLING A NEW STUDENT IN TEDS

11. The Search Student to Enroll screen will be displayed. This option searches the statewide TEDS database to see if the student already has a demographic record in TEDS.

The screenshot shows the TEDS V3 web application in Internet Explorer. The page title is "Search Student to Enroll" and the subtitle is "ADMINISTRATION SUPPORT (OFFICE TECH) 52.0401 - ADMINISTRATIVE SUPPORT SERVICES - 1". The search criteria section includes fields for First Name, Last Name, Last Four # of SSN, and SSID. The search results table is empty.

Name	SSN	SSID	DOB
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12. Key in the First Name and Last Name of the student to be enrolled and click Search. You may also include the Last Four # of SSN or SSID to narrow the search results if you wish.

The screenshot shows the TEDS V3 web application in Internet Explorer. The page title is "Search Student to Enroll" and the subtitle is "ADMINISTRATION SUPPORT (OFFICE TECH) 52.0401 - ADMINISTRATIVE SUPPORT SERVICES - 1". The search criteria section includes fields for First Name, Last Name, Last Four # of SSN, and SSID. The search results table shows 31 records matching the criteria. An arrow points to the "31 Records Match Your Criteria" message.

Name	SSN	SSID	DOB	Enroll	Enrollment List
			12/4/1978	Enroll	Enrollment List
			12/6/1979	Enroll	Enrollment List
			5/15/1981	Enroll	Enrollment List
			7/31/1974	Enroll	Enrollment List
			5/27/1988	Enroll	Enrollment List
			7/4/1978	Enroll	Enrollment List
			7/23/1983	Enroll	Enrollment List
			6/17/1965	Enroll	Enrollment List
			2/4/1979	Enroll	Enrollment List
			4/6/1957	Enroll	Enrollment List
			10/2/1980	Enroll	Enrollment List
			12/28/1978	Enroll	Enrollment List
			5/27/1988	Enroll	Enrollment List
			7/5/1992	Enroll	Enrollment List
			7/17/1994	Enroll	Enrollment List
			8/31/1991	Enroll	Enrollment List

ENROLLING A NEW STUDENT IN TEDS

13. A list of students who met your search criteria will be displayed. The student's name, SSN, SSID, Date of Birth are displayed along with an option to enroll the student in the program section and a link to an Enrollment List report.

(The Enrollment List report will list every enrollment record the student has in TEDS for every school and school year. This helps in deciding whether the student listed is the one to be enrolled when more than one student has the exact same name as the student to be enrolled.)

14. If the student IS included in the search results:

- a. Click on Enroll to add an enrollment record for the program section/career pathway at your school. You don't need to 'add' the student to TEDS as the student already has a demographic record in TEDS.

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FINANCE TECH 52.0399
ADMINISTRATION
SUPPORT (OFFICE TECH)
52.0401
AIR CONDITIONING
TECHNOLOGY 47.0201
ALLIED HEALTH 51.0000
AUTOBODY / COLLISION
REPAIR TECH 47.0603
BUSINESS MANAGEMENT
52.0201
ELECTRONICS
TECHNOLOGY 47.0105
FUNDAMENTALS OF
TEACHING 13.1308
HORTICULTURE AND
PLANT SCIENCES 01.1101
INDUSTRIAL
MAINTENANCE TECH
47.0303

Edit Student
ACCOUNTING 52.0301 - Accounting

Student Details

First Name: * New
Last Name: * Student
Middle Name:
Date of Birth: * 7/15/1995
Gender: * MALE
Race: * BLACK, NON-HISPANIC
Student SSN: * 999-54-5632
Student Id:
Prefix: - Select One
Suffix: - Select One
Notes:

Student Address

Address Line1: * 3240 Main Street
Address Line2:
City: * Frankfort
State: * KY
ZIP: * 40601
Phone:
Extension:
Email:

Save Reset

A screen with all demographic fields and the enrollment fields required to enroll a student will be displayed.

- b. Verify that the demographic data is still current.

ENROLLING A NEW STUDENT IN TEDS

<div><div>52.0901</div><div>AIR CONDITIONING TECHNOLOGY 47.0201</div><div>ALLIED HEALTH 51.0000</div><div>AUTOBODY / COLLISION REPAIR TECH 47.0603</div><div>BUSINESS MANAGEMENT 52.0201</div><div>ELECTRONICS TECHNOLOGY 47.0105</div><div>FUNDAMENTALS OF TEACHING 13.1308</div><div>HORTICULTURE AND PLANT SCIENCES 01.1101</div><div>INDUSTRIAL MAINTENANCE TECH 47.0303</div><div>MARKETING 52.1401</div><div>MASONRY 46.0101</div><div>WELDING (CONSTRUCTION) 48.0509</div><div>WELDING (MANUFACTURING) 48.0508</div><div><div>Follow Up</div><div>Reports</div><div>Import</div><div>Companies</div><div>My Account</div><div>My School</div><div>Downloads</div></div></div>	<div><div>Address Line1: *</div><div>Address Line2:</div><div>City: *</div><div>State: * KY</div><div>ZIP: *</div><div>Phone:</div><div>Extension:</div><div>Email:</div></div> <div><div>Enrollment Information</div><div><div>Enrollment Date: * 07/01/2013</div><div>Student Objective: * EXPLORING</div><div>Education Level: * 9TH GRADE</div><div>Attend Hours Term 1: * .92</div><div>Attend Hours Term 2: .92</div><div>Attend Hours Term 3:</div><div>Home High School: - Select One</div><div>Credit Hours: 1.00</div></div><div><div>Save</div><div>Reset</div></div></div>
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- c. Enter the enrollment data for this program section/career pathway:
- Enrollment Date – Enter the date that the student started the courses for the program. This history date is not used as record selection criteria for accountability report so it does not matter which date you use.
 - Student Objective – Select Exploring from the drop-down box. If/when the student enrolls in a course which would earn him/her the 3rd credit hour in the program/career pathway, the value in the field would be changed to Preparatory.
 - Education Level – Select the grade for the student (9th, 10th etc.)
 - Attend Hours Term 1, Term 2 and Term 3 - Enter the appropriate number of hours for the student for that particular term. When the term changes, enter the hours for the new term without changing the hours for previous terms. If a student does not return to the program/career pathway for the new term, enter 0.00 as the hours for that term. Attend Hours are the average number of hours per day that the student is scheduled to attend the program/career pathway. If the course meets the same number of hours each day of the term, enter that number as the Attend Hours for the term. If the course does not meet the same number of hours every day, calculate the Attend Hours for the term as follows:

Add the number of hours attended per day for the time frame of the schedule.

Divide by the number of days in the time frame of the schedule.

ENROLLING A NEW STUDENT IN TEDS

Example: During Term 1, a course meets for 1 hour on Monday, Wednesday and Friday during Week 1 of the schedule and on for 1 hour on Tuesdays and Thursdays for Week 2 of the schedule for a total of 5 hours for the two week period. The formatting for the field is nn.nn so round the calculated results to the nearest hundredth. So the calculation would be:
 $5 / 10 = 0.50$. The number entered into the Attend Hours Term1 would be 0.50.

Note: Some schools use a schedule that does not follow the traditional method of meeting a set amount of time per day for each day of the term, such as when schools use performance-based scheduling. In those instances, enter the number of Attend Hours that the course would have been had the student been in the course for the full term.

Note: Attend Hours need to be exact. Do not round to the nearest hour or half hour.

Questions about unique situations can be addressed by your TEDS Consultant.

- v. Home High School – If your school is an Area Technology Center or a Career Technology Center, select the name of the High School that is sending the student to your school. If your school is a high school, leave this field blank.
- vi. Credit Hours – If the student has already earned credit hours for a course(s) in this program/career pathway, select that number of Credit Hours from the drop-down box. (This is usually credit transferred from another school.)
- vii. Click Save
- viii. The student will now be on the Class List screen for the program section/career pathway.

15. If the student's name **IS NOT** included in the search results:

A screen with all demographic fields and the enrollment fields required to enroll a student will be displayed.

- a. Enter the demographic information.
 - i. **First Name**
 - ii. **Last Name**
 - iii. **Middle Name**
 - iv. **Date of Birth** – This must be in the DD/MM/YYYY format.
 - v. **Gender** – Select either Male or Female.
 - vi. **Race** – Select the ethnicity for the student.
 - vii. **Student SSN** – This must be in the nnnn-nn-nnnn or nnn/nn/nnnn format.

ENROLLING A NEW STUDENT IN TEDS

- viii. **Student ID** – This is the student’s SSID number that was assigned from Infinite Campus.
- ix. Prefix – Leave blank.
- x. Suffix – Select the appropriate value from the drop-down box for student’s who have Junior, Senior, II or III as part of their name.
- xi. **Address Line 1** – Enter the student’s street address.
- xii. Address line 2 – Enter the rest of the student’s street address, if needed.
- xiii. **City**
- xiv. **State**
- xv. **Zip**
- xvi. Phone
- xvii. Extension – Leave blank.
- xviii. Email

Note: Bolded items are required information.

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ACCOUNTING AND FINANCE TECH 52.0399
ADMINISTRATION SUPPORT (OFFICE TECH) 52.0401
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ALLIED HEALTH 51.0000
AUTOBODY / COLLISION REPAIR TECH 47.0603
BUSINESS MANAGEMENT 52.0201
ELECTRONICS TECHNOLOGY 47.0105
FUNDAMENTALS OF TEACHING 13.1308
HORTICULTURE AND PLANT SCIENCES 01.1101
INDUSTRIAL MAINTENANCE TECH 47.0303

Edit Student
ACCOUNTING 52.0301 - Accounting

Student Details

First Name: * New
Last Name: * Student
Middle Name:
Date of Birth: * 7/15/1995
Gender: * MALE
Race: * BLACK, NON-HISPANIC
Student SSN: * 999-54-5632
Student Id:
Prefix: - Select One
Suffix: - Select One
Notes:

Student Address

Address Line1: * 3240 Main Street
Address Line2:
City: * Frankfort
State: * KY
ZIP: * 40601
Phone:
Extension:
Email:

Save Reset

- b. Enter the enrollment data for this program section/career pathway:
 - i. Enrollment Date – Enter the date that the student started the courses for the program. This history date is not used as record selection criteria for accountability report so it does not matter which date you use.
 - ii. Student Objective – Select Exploring from the drop-down box. If/when the student enrolls in a course which would earn him/her the 3rd credit hour in the program/career pathway, the value in the field would be changed to Preparatory.

ENROLLING A NEW STUDENT IN TEDS

- iii. Education Level – Select the grade for the student (9th, 10th etc.)
- iv. Attend Hours – Select the appropriate number of hours for the student. Attend Hours are the average number of hours per day that the student is scheduled to attend the program/career pathway.
- v. Attend Hours Term 1, Term 2 and Term 3 - Enter the appropriate number of hours for the student for that particular term. When the term changes, enter the hours for the new term without changing the hours for previous terms. If a student does not return to the program/career pathway for the new term, enter 0.00 as the hours for that term. Attend Hours are the average number of hours per day that the student is scheduled to attend the program/career pathway. If the course meets the same number of hours each day of the term, enter that number as the Attend Hours for the term. If the course does not meet the same number of hours every day, calculate the Attend Hours for the term as follows:

Add the number of hours attended per day for the time frame of the schedule.

Divide by the number of days in the time frame of the schedule.

Example: During Term 1, a course meets for 1 hour on Monday, Wednesday and Friday during Week 1 of the schedule and on for 1 hour on Tuesdays and Thursdays for Week 2 of the schedule for a total of 5 hours for the two week period. The formatting for the field is nn.nn so round the calculated results to the nearest hundredth. So the calculation would be:
 $5 / 10 = 0.50$. The number entered into the Attend Hours Term1 would be 0.50.

Note: Some schools use a schedule that does not follow the traditional method of meeting a set amount of time per day for each day of the term, such as when schools use performance-based scheduling. In those instances, enter the number of Attend Hours that the course would have been had the student been in the course for the full term.

Note: Attend Hours need to be exact. Do not round to the nearest hour or half hour.

Questions about unique situations can be addressed by your TEDS Consultant.

- vi. Home High School – If your school is an Area Technology Center or a Career Technology Center, select the name of the High School that is sending the student to your school. If your school is a high school, leave this field blank.

ENROLLING A NEW STUDENT IN TEDS

<div>52.0901</div> <div>AIR CONDITIONING TECHNOLOGY 47.0201</div> <div>ALLIED HEALTH 51.0000</div> <div>AUTOBODY / COLLISION REPAIR TECH 47.0603</div> <div>BUSINESS MANAGEMENT 52.0201</div> <div>ELECTRONICS TECHNOLOGY 47.0105</div> <div>FUNDAMENTALS OF TEACHING 13.1308</div> <div>HORTICULTURE AND PLANT SCIENCES 01.1101</div> <div>INDUSTRIAL MAINTENANCE TECH 47.0303</div> <div>MARKETING 52.1401</div> <div>MASONRY 46.0101</div> <div>WELDING (CONSTRUCTION) 48.0509</div> <div>WELDING (MANUFACTURING) 48.0508</div> <div>Follow Up</div> <div>Reports</div> <div>Import</div> <div>Companies</div> <div>My Account</div> <div>My School</div> <div>Downloads</div>	<div>Address Line1: * <input type="text"/></div> <div>Address Line2: <input type="text"/></div> <div>City: * <input type="text"/></div> <div>State: * <input type="text" value="KY"/></div> <div>ZIP: * <input type="text"/></div> <div>Phone: <input type="text"/></div> <div>Extension: <input type="text"/></div> <div>Email: <input type="text"/></div> <div>Enrollment Information</div> <div>Enrollment Date: * <input type="text" value="07/01/2013"/></div> <div>Student Objective: * <input type="text" value="EXPLORING"/></div> <div>Education Level: * <input type="text" value="9TH GRADE"/></div> <div>Attend Hours Term 1: * <input type="text" value="92"/></div> <div>Attend Hours Term 2: <input type="text" value="92"/></div> <div>Attend Hours Term 3: <input type="text"/></div> <div>Home High School: <input type="text" value="- Select One"/></div> <div>Credit Hours: <input type="text" value="1.00"/></div> <div><input type="button" value="Save"/> <input type="button" value="Reset"/></div>
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- vii. Credit Hours – If the student has already earned credit hours for a course(s) in this program/career pathway, select that number of Credit Hours from the drop-down box. (This is usually credit transferred from another school.)
- viii. Click Save
- ix. The student will now be on the regular Class List screen for the program section/career pathway.

16. Repeat for each new student.

Note: Instructions for entering Career Readiness data may be found in the document ‘Career Readiness Instructions’ available in the TEDS Downloads section in the KDE (Whitaker) folder or on the KDE website at <http://education.ky.gov/curriculum/CTE/teds/Pages/TEDSStepbyStep.aspx>.